

How to 'Add a Co-Contributor to a Program'

1.) Adding a Co-Contributor allows other faculty members to assist the Faculty Originator with their program proposal. Only the Faculty Originator can add a Co-Contributor and he/she must have a CurricUNET account.

2.) To add a Co-Contributor, click on [Main] under the 'Program Checklist' on the right-hand side of the screen.

The screenshot shows the CurricUNET interface. On the left is a navigation menu with 'CurricUNET Home', 'Create', 'Programs', and 'Edit Program'. The main area displays 'Program Construction Main Menu' with fields for 'Program Title' (CurricUNET Training in Programs Associate in Science) and 'Co-Contributor(s)' (There are no Co-Contributors for this program). A link 'Add a Co-Contributor' is visible. On the right, the 'Program Checklist' is open, showing 'Main' selected with a green arrow. Other checklist items include 'Cover', 'Description', 'Award', 'Program Block', 'Definitions', 'Attached Files', and 'SLO's'. A 'Help' section at the bottom right states 'There is currently no help available for this page.' with a 'More' button.

3.) Click [Add a Co-Contributor].

This screenshot is identical to the previous one, but a large green arrow points directly to the 'Add a Co-Contributor' link in the 'Co-Contributor(s)' section of the 'Program Construction Main Menu'.

4.) Select the name of the faculty member from the 'Co-Contributor' drop-down menu.

The screenshot shows the 'Create Co-Contributor' dialog box. The 'Title' is 'CurricUNET Training in Programs'. The 'Co-Contributor' dropdown menu is open, displaying a list of faculty names: Abshier, Randall; Rhodes, Joseph; Ricasa, Arlie; Richards, David; Richison, Scott; Rieder, John; Rivaldi, Matthew; Rizzo, Anthony (highlighted in blue); Robinson, Jason; Rocha, Lina; Rock, Angela; Rogo, Tom; Romero, Sandra; Roof, Kevin; Rubiolo, Dina; Rudin, Jonathan; Russell, Teresa; Ryan, Laura; Rynkofs, Laurie; and Saenz, Phil. A green arrow points to this dropdown menu. The dialog also has 'Check All', 'Uncheck All', and 'Cancel' buttons. The background interface is partially visible, showing the 'Program Checklist' on the right.

5.) Check the 'Screen Rights' you want the Co-Contributor to have permission to revise on the program outline and click [OK].

The screenshot shows the 'Create Co-Contributor' dialog box. The title is 'CurricUNET Training in Programs'. The co-contributor is 'Rizzo, Anthony'. Under the 'Screen Rights' section, the following options are checked: Cover, Description, Awards, Attached Files, Program Block Definitions, and SLO's. A green arrow points to the 'Screen Rights' section. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

6.) You have successfully added a Co-Contributor to your program! Repeat steps #3–5 to add another Co-Contributor to your program proposal.

The screenshot shows the 'Program Construction Main Menu'. The program title is 'CurricUNET Training in Programs' and the co-contributor is 'Rizzo, Anthony (edit)'. There is a link to 'Add a Co-Contributor'. The 'Program Checklist' on the right shows options for Cover, Description, Award, and Program Block.

****Please note, Co-Contributors cannot pre-launch a program, only the Faculty Originator of the program proposal can pre-launch.**